

**KENTUCKY DEPARTMENT OF EDUCATION
DIVISION OF FACILITIES MANAGEMENT**

**BG-4, 2008
PROJECT CLOSEOUT FORM
702 KAR 4:160**

District: _____ District Code: _____ Facility Name: _____ School Code: _____
BG#: _____ Project: _____
Contactor: _____ Supplier: _____ Bid Package: _____

A. Project Construction Cost:

Gross Square Footage: _____
Original Contract Sum (Include Owner Purchase Orders) \$ _____
Net Total Change by Change Orders \$ _____
Total Cost of Construction (Include Change Orders) \$ _____

NOTE: FOR CONSTRUCTION MANAGEMENT PROJECTS, SUBMIT ONE BG-4 FOR EACH BID PACKAGE

B. Verification of required approvals by other regulatory agencies:

1. Office of Housing, Buildings and Construction

a. Certificate of Occupancy	DATE: _____	e. Sprinkler Certificate	DATE: _____
b. Plumbing Certificate	DATE: _____	f. Boiler Certificate	DATE: _____
c. Electrical Certificate:	DATE: _____	g. Range Hood Suppression	DATE: _____
d. Fire Alarm Certificate:	DATE: _____	h. Other	DATE: _____

2. Natural Resources and Environmental Protection Cabinet

a. Sewage Disposal Certificate	DATE: _____
b. Other _____	DATE: _____

C. Close Out:

1. Punch List Completed	DATE: _____	4. Owner Training on Systems	DATE: _____
2. Record Drawings Completed	DATE: _____	5. Verification of Payment of	DATE: _____
3. Warranty & Guarantees		Debts and Claims to Date	
Information Provided	DATE: _____	6. Other _____	DATE: _____

The work performed under this contract has been reviewed and found to be substantially complete, according to the plans and specifications approved by the Division of Facilities Management.

Architect: _____	DATE: _____
Engineer: _____	DATE: _____
General Contractor/ Construction Manager: _____	DATE: _____
The _____ Board of Education accepts this project as being complete subject to the approval of the Division of Facilities Management.	
Local Board of Education Designee: _____	DATE: _____

LOCAL BOARD ORDER MUST BE ATTACHED
Submit one complete copy to the Division of Facilities Management